

**CONFIDENTIAL**

(CLASSIFICATION)

62-3338

# ACTION MEMORANDUM

## OFFICE OF THE DIRECTOR

Action Memorandum No. A-11

Date 15 May 1962

TO : General Counsel

SUBJECT : Signatures

REFERENCE:

1. At today's Staff Meeting, it was agreed by the DDCI that it is in order for the Legislative Counsel to sign and transmit directly to members of the Congress correspondence of a day-to-day or routine nature.

2. The DCI and/or DDCI will continue to sign all correspondence to Congress of a policy nature or where they have a personal relationship with the Congressman.

(signed) Lyman B. Kirkpatrick

**Lyman B. Kirkpatrick**  
Executive Director

LBK/jrc

Distribution:

Orig & 1 - Addressee

1 - Exec. Dir. chrono ✓

1 - ER

SUSPENSE DATE:

MORI/CDF

**CONFIDENTIAL**

(CLASSIFICATION)

*Exec Dir*